

KSC LOD NO. 21B
Date: November 1, 1972
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(Replaces LOD NO. 21A dated
August 24, 1971)

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KSC LAUNCH OPERATIONS DIRECTIVE NO. 21B

To: Distribution

From: H. J. Kapryan
Director of Launch Operations

Subject: STANDARD ACCIDENT AND INCIDENT NOTIFICATION SYSTEM

1.1 PURPOSE

The purpose of this directive is to define and establish a system for the notification of appropriate organizations of the occurrence of accident (both Types A and B) and incidents in a timely manner.

2.1 SCOPE

The provisions of this directive are applicable to all KSC Launch Operations personnel (Civil Service and Contractor). This system of notification is in addition to and does not supersede existing systems for the notification of AFETR or AFWTR authorities or for the reporting of test anomalies or equipment malfunctions.

3.1 AUTHORITY

KMI 1711.1A/SF dated July 20, 1970, (including Change 1 dated February 9, 1971).

4.1 DEFINITIONS

4.1.1 ACCIDENT

An unforeseen or unplanned event (including fires) which result in injury to a person or damage to facilities or equipment. Accidents are divided into two types: A and B.

a. Type A: An accident causing death, or disabling injury to five or more persons, or damage to equipment and property (other than mission flight hardware after lift-off) exceeding \$100,000.

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b. Type B: An accident causing disabling injury beyond the day of the event to four or fewer persons, or damage to equipment or property (other than mission flight hardware after lift-off) exceeding \$10,000 but not exceeding \$100,00.

4.1.2 INCIDENT

An accident where no person is injured severely enough to result in time lost from work beyond the day of occurrence, or where damage to equipment is more than \$250 but less than \$10,000. A "near miss" occurrence may be classified as an incident.

5.1 RESPONSIBILITIES

The Director, Launch Vehicle Operations; the Director, Spacecraft Operations; and the Director, Unmanned Launch Operations are responsible for implementing this notification system within their organizational elements by issuing the necessary instructions and direction, and for insuring compliance by all personnel.

6.1 INSTRUCTIONS

6.1.1 VERBAL NOTIFICATION

On a noninterference basis with emergency actions (safeguarding or rescuing personnel, controlling or preventing spread of a hazard, notification of emergency services, and/or following established emergency procedures), the supervisor, individual in charge, or any person present when the accident or incident occurs will, by telephone, or other expedient means, notify, as soon as possible, his operating organization and the KSC Safety Office as designated in Attachment A. The notification will then be processed through NASA operations management channels, who in turn will notify senior management. During a test or operation (on headset) being conducted by a team controlled from blockhouse, control room, or firing room, test team channels will be used to provide rapid notification to the KSC Safety Office or ULO Safety Officer as applicable, through the head of that particular test team (test conductor, test supervisor, test controller, etc.)

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6.1.2 WRITTEN REPORT

A written report will be provided by the organization(s) involved in the accident or incident to the Associate Director for Operations, LA, and/or the Director of Safety, SF, when specifically requested by LA or SF, via operations management channels. The content and scope of the report will be in accordance with the provisions of KHB 1711.1, unless otherwise requested.

END OF DIRECTIVE

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ATTACHMENT A

SAFETY OFFICE CONTACTS

DURING REGULAR DUTY HOURS:

Kennedy Space Center	867-4317
Air Force Eastern Test Range	853-6457
Air Force Western Test Range	865-2815

DURING NON-DUTY HOURS/HOLIDAYS

Kennedy Space Center

David Scofield	774-1413
Clance Magee	783-8176
Robert Woods	269-2899

Air Force Eastern Test Range

James Sweat *	773-2497
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Air Force Western Test Range

Louis Rubinstein *	733-3329
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* If either of the AFETR or AFWTR Safety Officer is not available, contact should be made with one of the KSC Safety Officers listed above.